

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Confirmation of Settlement Agreement

Dear [Recipient Name],

This letter serves to formally confirm the settlement agreement reached between [Party A Name] and [Party B Name] on [Date] regarding [Reference Matter/Case Number].

The terms of the agreement are as follows:

- **Settlement Amount:** [Amount]
- **Payment Schedule:** [Date or Installment Plan]
- **Payment Method:** [Check/Wire Transfer/etc.]

By accepting this settlement, both parties agree to release each other from any further claims, liabilities, or demands related to this specific matter. This agreement is final and binding once the payment has been successfully processed.

Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Acknowledgment:

I, [Recipient Name], hereby agree to the terms outlined above.

Signature: _____ Date: _____